

## **PROPOSAL PREPARATION INSTRUCTIONS (PPI)**

### **1. Program Structure and Objectives:**

1.1. The objective of this acquisition is to provide Contractor Logistics Support (CLS) for the C-5 Maintenance Training Devices (MTD). The C-5 MTD are located at two sites within the continental US: Dover AFB, DE and Travis AFB, CA. This requirement will be awarded as a task order under the Training Systems Acquisition Two (TSA II) contract. This acquisition is 100 percent set-aside for competition among those small businesses awarded TSA II contracts.

1.2 The resulting task order will consist of firm-fixed price (FFP) and cost-reimbursable line items. The contract consists of a basic year with three one-year options. The total performance period, including all option years, is 01 Mar 02 through 28 Feb 06. The ramp-up period is estimated to be 30 calendar days and will begin on or about 1 Feb 02. Actual CLS support will begin at the conclusion of the ramp-up period.

### **2. General Instructions**

2.1 This section of the PPI provides general guidance for preparing proposals as well as specific instructions on the format and content of the proposal. The offeror's proposal must include all data and information requested by the PPI and must be submitted in accordance with these instructions. The offer shall be compliant with the requirements as stated in the C-5 MTD Statement of Objectives (SOO), System Requirements Document, and Model Contract.

**Non-conformance with the instructions provided in the PPI may result in an unfavorable proposal evaluation.**

2.2 The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase or restate the Government's requirements, but rather shall provide convincing rationale to address how the offeror intends to meet these requirements. Offerors shall assume that the Government has no prior knowledge of their facilities and experience, and will base its evaluation on the information presented in the offeror's proposal.

2.3 Elaborate brochures or documentation, binding, detailed artwork, or other embellishments are unnecessary and are not desired.

2.4 Offerors proposal acceptance period shall be at least 90 calendar days. The offeror shall make a clear statement in the Cost/Price Volume that the proposal is valid for this time period.

2.5 In accordance with FAR Subpart 4.8 (Government Contract Files), the Government will retain one copy of all unsuccessful proposals. Unless the offeror requests otherwise, the Government will destroy extra copies of such unsuccessful proposals.

### **3. General Information:**

#### **3.1 Point of Contact:**

The Procuring Contracting Officer (PCO) is the **sole** point of contact for this acquisition. Address any questions or concerns you may have to the PCO. Written requests for clarification may be sent by e-mail to the PCO from the C-5 MTD web page as specified in paragraph 3.5 of the PPI. The e-mail address is: Scott.Wessell@hill.af.mil.

#### **3.2 Competitive Range:**

a. Pursuant to FAR 15.306, the Contracting Officer's determination of competitive range of proposals submitted as a result of this solicitation will consider such criteria as technical evaluation/ranking of the proposal, initial Cost/Price proposed, and other items set forth in "Evaluation Factors for Task Order Award" of this solicitation. See the "Evaluation Factors for Task Order Award" paragraph entitled "Evaluation Criteria," for a definitive listing of these criteria and their relative importance.

b. Offerors are hereby advised that only those proposals determined to have a reasonable chance for award of a contract will be included in the competitive range. While every effort will be made to maintain strong competition, the Contracting Officer will also look to eliminate time consuming and unnecessary discussions with those offerors whose proposals have no reasonable chance for award. This procedure is considered beneficial to both the Air Force and the offerors involved since, in addition to saving further expenditure of resources, acquisition lead-time should be reduced.

c. Accordingly, offerors should submit initial proposals on their most favorable terms, from both a technical and cost/price standpoint. The offeror is reminded that the Government reserves the right to award this effort based on the initial proposal, as received, without discussion.

d. Again, it should be noted that proposals will not be included in the competitive range solely on the basis of technical acceptability, nor will they be included due to cost/price considerations alone. Offerors who are eliminated from the competitive range will not be considered for award. Written notice of this decision will be provided to unsuccessful offerors in writing in accordance with FAR 15.503.

#### **3.3 Debriefings:**

The PCO will promptly notify offerors of any decision to exclude them from the competitive range, whereupon they may request and receive a debriefing in accordance with FAR 15.505. The PCO will notify unsuccessful offerors in the competitive range of the source selection decision in accordance with FAR 15.506. Upon such notification, unsuccessful offerors may request and receive a debriefing. Offerors desiring debriefing must make their request in accordance with the requirements of FAR 15.505 or 15.506, as applicable.

### 3.4 Discrepancies:

If an offeror believes that the requirements in these instructions contain an error, omission, or are otherwise unsound, the offeror shall immediately notify the PCO in writing with supporting rationale.

### 3.5 Web Page:

A C-5 MTD web page has been established. Information pertaining to this acquisition will be published on this web page for review by all offerors. The URL is:

<http://contracting.hill.af.mil/html/3001R2037/com3001R2037.htm>. Questions or comments about this web page may be sent by e-mail to the PCO from the C-5 MTD web page. As a matter of reference, the web page for TSA II is:

<http://www.pixs.wpafb.af.mil/pixslibr/TSAT/TSAT.htm>

### 3.6 Data Library

A data library was previously made available at Travis AFB, CA on 6 Sep 01. The data library will continue to be available throughout this order selection. Offerors should follow the procedures provided on the C-5 MTD web page for access.

### 3.7 Organization/Distribution/Number of Copies/Page Limits:

The offeror shall prepare their proposal as set forth in the Proposal Organization Table 3.7-1 below. The titles and the contents of the volumes shall be as defined in this table, all of which shall be within the required page limitations and with the number of copies as specified in table 3.7-1.

**Table 3.7-1 - Proposal Organization**

Volume	PPI Paragraph Number	Title	Page Limit	Copies
I	4 5	Mission Capability Proposal	40	3 Paper 2 CD ROM
II	6	Cost/Price Proposal	No Limit	3 Paper 1 CD ROM

#### 3.7.1 Page Limitations:

Page limitations shall be treated as maximums. If exceeded, the excess pages will not be read or considered in the evaluation of the proposal. Page limitations shall also be placed on responses to Evaluation Notices (EN). The specified page limits for EN responses will be identified in the letters forwarding the EN to the offerors. When both sides of a sheet display printed material, it shall be counted as 2 pages. Each page shall be counted except the following: Tables of contents, cross-reference matrices, title pages, glossary of abbreviations, acronym lists, blank

pages, and tabbed dividers. Attachments to the contractor's SOW are included in the page count for the mission capability volume.

### **3.7.2 Cost or Pricing Information:**

All cost or pricing information shall ONLY be addressed in the Cost/Price proposal volume.

### **3.7.3 Classified Information:**

No classified information is required in your response.

### **3.7.4 Cross Referencing:**

To the greatest extent possible, each volume shall be written on a stand-alone basis. Information required for proposal evaluation, which is not found in its designated volume will be assumed to have been omitted from the proposal. Cross referencing within a volume is permitted where its use would conserve space without impairing clarity.

### **3.7.5 Indexing:**

Each volume shall contain a detailed table of contents. The table of contents on the CD ROM copy shall be hyperlinked to the corresponding material within the volume, such that selecting headings and sub-headings with the mouse will take the reader to the corresponding material within the body of the proposal volume. Any reference within the body of the proposal that refers the reader to another location within that volume shall be hyperlinked in the manner described above. Tab indexing shall be used to identify sections in hard copy proposals.

### **3.7.6 Glossary of Abbreviations and Acronyms:**

Each volume shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. Glossaries do not count against the page limitations for their respective volumes.

### **3.7.7 Page Size and Format:**

Page size shall be 8½ x 11 inches, not including foldouts. Pages shall be single-spaced. Except for the reproduced sections of the solicitation document, the text size shall be no less than 10 point. Tracking, kerning, and leading values shall not be changed from the default values of the word processing or page layout software. Use at least 1-inch margins on the top and bottom and side margins. Pages shall be numbered sequentially by volume. These page format restrictions shall apply to responses to EN. These limitations shall apply to both electronic and hard copy proposals. Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed 11 by 17 inches in size. Foldout pages shall fold entirely within the volume, and count as a single page. Foldout pages may only be used for large tables, charts, graphs, diagrams and schematics; not for pages of text. For tables, charts, graphs,

and figures, the text shall be no smaller than 10 point. These limitations shall apply to both electronic and hard copy proposals.

### **3.7.8 Binding and Labeling:**

Each volume of the proposal shall be separately bound in a three-ring loose leaf binder, which shall permit the volume to lie flat when open. Staples shall not be used. A cover sheet should be bound in each book, clearly marked as to volume number, title, copy number, solicitation identification and the offeror's name. The same identifying data should be placed on the spine of each binder. All unclassified document binders shall have a color other than red or other applicable security designation colors. Be sure to apply all appropriate markings including those prescribed in accordance with FAR 52.215-1(e), Restriction on Disclosure and Use of Data, and 3.104-5, Disclosure, Protection, and Marking of Contractor Bid or Proposal Information and Source Selection Information.

### **3.7.9 Electronic Offers/Format:**

For electronic copies, indicate on each CD-ROM the volume number and title. Use separate files to permit rapid location of all portions, including exhibits, annexes, and attachments, if any. The offeror shall submit all volumes in electronic format, using IBM-compatible, virus-free CD-ROM. Each volume shall be in separate directories on the CD-ROM. Please refrain from using file compression or disk spanning techniques. All Volumes shall be submitted in Microsoft Office 97 format. The paper copies and the electronic version shall be identical in all respects.

### **3.7.10 Electronic File Names:**

For electronic submissions, the file naming convention for the proposal volumes is as follows. You may expand on these file names as appropriate; just provide a list of the content of each.

<u>Volume</u>	<u>File Name</u>
Mission Capability Proposal	msncap.xxx
Cost/Price Proposal	price.xxx

Note: .xxx = appropriate default file extension for document type (e.g. .doc for MS Word, .xls for MS Excel, etc.)

### **3.7.11 Distribution:**

The original proposal shall be identified. Proposals shall be addressed to the PCO and mailed to:

OO-ALC/YWK  
ATTN: Mr. Scott Wessell  
6050 Gum Lane/Bldg 1215  
Hill AFB, UT 84056-5825

**4. Factor 1 – Volume 1 – Mission Capability:**

The Mission Capability Volume should be specific and complete. Legibility, clarity and coherence are very important. The offeror shall submit a Statement of Work (SOW) as part of the Mission Capability Volume. The SOW shall contain at least the minimum requirements of the SRD and show the offeror's methods and processes for managing and accomplishing those requirements. The SOW numbering system shall mirror the SRD paragraph numbering system. Any new or innovative ideas being proposed in the SOW shall be detailed. Additional paragraphs from the SRD may be added to the SOW and shall utilize the same type of numbering system. Offerors' responses to the Subfactors through the SOW and attachments thereto will be evaluated against the Evaluation Factors and Subfactors defined in the Evaluation Factors for Award section. Using the instructions provided below, provide as specifically as possible the actual methodology you would use for accomplishing/satisfying these Subfactors.

**Subfactor 1 – Unscheduled Maintenance:**

The offeror shall provide an approach to adequately plan, schedule, staff and control the unscheduled maintenance of the C-5 MTD CLS program within the maintenance response times.

**Subfactor 2 – Recompetition Support Package (RSP):**

The offeror shall provide an approach to adequately plan and maintain a RSP including both the spares and C-5 technical documentation. The offeror shall provide an approach for an RSP, including both the spares and technical documentation, sufficient to maintain the C-5 MTD. The offeror should describe their approach to establish and maintain an adequate spares package and develop a technical data library.

**Subfactor 3 – Product Baseline Development:**

The offeror shall describe an approach to correct deficiencies in the C-5 MTD product baselines.

**Subfactor 4 – Open Discrepancies:**

The offeror shall describe an approach to evaluate and correct as necessary the initial trainer condition. The approach should consider the processes, procedures, and resources required to close all noted discrepancies within 210 days.

**5. Factor 2 – Proposal Risk:**

Proposal Risk will be addressed in the Mission Capability volume. Address your approach to meeting the requirements of each Mission Capability Subfactor, as well as the risks in your approach in terms of mission capability/performance, cost and/or schedule. Describe the impact of each identified risk in terms of its potential to interfere with or prevent the successful accomplishment of other contract requirements (for example: the SOW), whether or not those requirements are identified as subfactors. Suggest a realistic "work-around" or risk mitigator for

identified risks that will eliminate or reduce risk to an acceptable level. Identify and classify any new risks introduced by such risk mitigation.

## **6. Factor 3 – Volume II – Cost/Price:**

### **6.1 DD Form 1155:**

Offerors shall complete blocks 9 and 16 on the DD Form 1155 and submit it with their proposal.

### **6.2 Price Reasonableness:**

These instructions will assist you in submitting information other than cost or pricing data that is required to evaluate the reasonableness of your proposed price. Compliance with these instructions is mandatory and failure to comply may result in rejection of your proposal. Unrealistically low or high proposed prices, initially or subsequently, may be grounds for eliminating a proposal from competition either on the basis that the offeror does not understand the requirement or has made an unrealistic proposal. Offers should be sufficiently detailed to demonstrate their reasonableness. The burden of proof for credibility of proposed prices rests with the offeror.

### **6.3 Fully Burdened Fixed Hourly Rates:**

a. The following line items will require a FFP fully burdened composite labor rate: 1X11 and 1X12.

b. Having FFP fully burdened composite labor rates as part of the contract eliminates the need to negotiate labor rates, overhead rates, and profit in future engineering change proposals and modifications that are within the scope of the contract, but are not priced under the solicitation. Negotiation of firm-fixed prices for fully burdened composite rate line items will be limited to hours, skill mix, and material costs at the time the modification effort is funded.

c. The offeror shall propose fully burdened composite labor rates for the labor categories listed in the labor rate matrix (Attachment 3 in the model task order). Composite labor rates shall be based on an average direct labor rate for all direct labor classifications included in each labor category.

d. The pricing team will multiply the established estimated annual government hours for each labor category shown in Attachment 10 in the model task order to the fully burdened rates proposed by the offerors for evaluation purposes. The government will calculate a total fixed hourly rate price for the basic year and each option year by adding the total annual price for each labor category.

#### 6.4 Prices

A. Offerors shall provide a price for each Contract Line Item Number (CLIN) (including all priced options and option years) in the model task order schedule attached to the letter RFP. Offerors shall also propose fully burdened composite labor rates for the labor categories listed in the labor rate matrix (Attachment 3 in the model task order). The total proposed price for each offeror will be calculated by adding the total fixed hourly rate prices (Attachment 10 in the model task order for each year to the price of all other line items. The amounts for cost reimbursement no fee CLINs will be negotiated as needed..

#### 6.5 Rounding:

All dollar amounts shall be rounded to the nearest dollar. All fully burdened composite labor rates shall be rounded to the nearest penny.

#### 6.6 Line Item Integrity:

Proposals must establish line item integrity. Unbalanced pricing may increase performance risk and result in a higher proposal risk rating or the offer may be rejected if the government determines the lack of balance poses an unacceptable risk to the government.

#### 7. Exceptions to Terms and Conditions:

Exceptions taken to terms and conditions of the model task order, to any of its formal attachments or to other parts of the solicitation shall be identified. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. Provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, cost and specific requirements of the solicitation. This information shall be provided in the format and content of Table 7-1. Failure to comply with the terms and conditions of the solicitation may result in the offeror being removed from consideration for award.

**Table 7-1 - RFP EXCEPTIONS**

<b>RFP Document</b>	<b>Paragraph/Page</b>	<b>Requirement/Portion</b>	<b>Rationale</b>
SOO, TRD, ITO, etc.	Applicable Page and Paragraph Numbers	Identify the requirement or portion to which exception is taken	Justify why the requirement will not be met



**8. Other Information Required:**

**8.1 Authorized Offeror Personnel:**

Provide the name, title and telephone number of the company/division point of contact regarding decisions made with respect to your proposal and who can obligate your company contractually. Also, identify those individuals authorized to negotiate with the Government.

**8.2 Company/Division Address, Identifying Codes, and Applicable Designations:**

Provide company/division's street address, county and facility code; CAGE code; DUNS code; size of business (large or small); and labor surplus area designation. This same information must be provided if the work for this contract will be performed at any other location(s). List all locations where work is to be performed and indicate whether such facility is a division, affiliate, or subcontractor, and the percentage of work to be performed at each location.

**9. Wage Determinations:**

This task order will be issued in accordance with the Service Contract Act (SCA). All wage-determined categories applicable to this task order are to be bid in accordance with the latest wage determination register issued by the Department of Labor. Wage determinations for Dover and Travis AFB are attached to the model task order. The proposal should also identify any employees hired under a Collective Bargaining Agreement.